



**DISASTER PREPAREDNESS PLANNING AND
OPERATIONS**

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AFI 32-4001, 6 May 1994, is supplemented as follows:

1.7. The Chief, Readiness Flight (10 CES/CEOX), is the command OPR for the USAFA Disaster Preparedness Program.

1.7.1. (Added). The requirement for a Disaster Support Group (DSG) is satisfied through the USAFA Crisis Action Team (CAT).

1.12.1. (Added). Use the disaster preparedness staff assistance visit checklist to perform annual unit self-inspections.

1.12.2. (Added). Checklists will cover pre-, trans-, and post-attack, natural disaster, and major accident procedures including who, how, and what will be accomplished in support of each action. Units using, storing, producing, or maintaining Hazardous Materials (HAZMAT) will develop written procedures for cleaning up small spills caused by unit activities, for evacuating personnel for large spills, and notifying appropriate base agencies.

1.12.3. (Added). 34th Training Wing (34 TRW), Athletics (HQ USAFA/AH), Dean of the Faculty (HQ USAFA/DF), Preparatory School (HQ USAFA/PL), Financial Management Analysis (10 ABW/FMA), and 10th Medical Group (10 MDG) will be responsible for establishing shelter management teams consisting of four individuals to provide 24-hour capability. Supervisors must receive initial and refresher training. Two supervisors must be in the grade of TSgt or higher, or civilian equivalent grade.

1.12.4. (Added). USAF Academy Radiological Contamination Control team will have a minimum of six personnel assigned. Two teams are required for the Academy. The following units must provide contamination control teams and contamination control capabilities:

- Civil Engineer: Provide three members to combine with Transportation.
- Transportation: Provide three members to combine with Civil Engineer.
- Hospital: Patient and hospital equipment decontamination.

1.12.5. (Added).Civil Engineer maintains a master copy of on- and off-base grid maps for distribution to Disaster Response Force (DRF) members and Academy units. 10 CES/CEOX will be responsible for maintaining and distributing maps.

2.2.4. Units will develop checklists or operating instructions (OI) to provide guidance to unit personnel on implementing the provisions of USAFA OPlan 32-1. Checklists or OIs will cover unit or individual actions and assign responsibilities to accomplish specified tasks for the protection of personnel and resources during enemy attacks, major accidents, and natural disaster situations. Units will ensure written guidance is reviewed annually and updates coordinated with 10 CES/CEOX.

2.3. Does not apply to USAFA.

2.4. Hazardous Material (HAZMAT) emergency planning and response procedures listed in the Spill Prevention and Response Plan and the annex to USAFA OPlan 32-1, satisfies the requirements listed in AFI 32-4002.

3.2.1.1. Logistics Division (10 ABW/LG) is the USAFA focal point for storing, maintaining, and issuing individual protective equipment for mobility forces.

3.2.2. Radiological detection equipment will be provided to USAFA contamination control team from 10 CES/CEOX, as the need arises. See attachment 7, this supplement, for list of equipment and individual protective clothing requirements.

3.2.3. CDV 777-2 shelter kits will be used by units responsible for maintaining a shelter. Kits are provided by the Colorado Department of Disaster and Emergency Services, Camp George West, Golden, Colorado. See attachment 7, this supplement, for list of equipment and individual protective clothing requirements.

3.4. The Mobile Command Post (MCP) will be afforded emergency vehicle maintenance priorities.

4.1. Memorandum of Understanding (MOU) between the USAF Academy and Peterson AFB establishes procedures and conditions that would cause each base to respond to a major accident. This MOU is reviewed and updated annually.

4.2.1. (Added).Command Post (10 ABW/CP) notifies the Disaster Response Force (DRF) in accordance with USAFAI 10-201.

4.2.2. (Added).Unit Control Centers (UCC) areas act as a unit's focal point for conducting disaster response actions. 34 TRW, 34th Operations Support Squadron (34 OSS), Safety (HQ USAFA/SE), Public Affairs (HQ USAFA/PA), Chaplain (10 ABW/HC), 10 ABW/LG, Transportation (10 ABW/LGT), Military Personnel (10 MSS/DPM, Services (10 SVS), 10 MDG, Communications Squadron(10 CS), Civil Engineer Group (10 CEG), 10 CES/CEOX, and Fire Operations (510 CES/CEF) will have control centers. They :

4.2.2.1. Provide 24-hour operations.

4.2.2.2. Establish and maintain communication with unit personnel and specialized teams and disseminate information between the CAT, On-Scene Disaster Control Group (OSDCG) representatives, and other control centers.

4.2.2.3. Maintain AF Form 1924, **Events Log**, or appropriate events logs.

4.2.2.4. Maintain capability to recall members to the DRF.

4.2.2.5. Activate checklists in support of USAFA OPlan 32-1.

4.2.2.6. Notify personnel in their area of responsibility to evacuate, relocate, and take protective actions.

4.2.2.7. UCCs must maintain the following:

4.2.2.7.1. Current unit recall rosters will identify specialized team members. If a unit has a Contamination Control Team (CCT) members, they must be identified on the unit recall roster.

4.2.2.7.2. Operations checklists outlining USAFA OPlan 32-1 tasking.

4.2.2.7.3. USAFA OPlan 32-1.

4.2.2.7.4. USAFA Base Grid Maps with plastic overlays.

4.2.2.7.5. Telephone and land mobile radio, if the unit has a specific radio net.

4.2.2.7.6. Appropriate Events Log (AF Form 1924).

4.2.2.7.7. Master listing of all unit facilities with primary and alternate telephone numbers.

4.6. Does not apply to USAFA.

4.10.2. The requirement for a DSG member is satisfied through the CAT.

5.2. The Exercise Evaluation Team (EET) will use criteria from the base EET (10 ABW/CVI) to evaluate Academy exercises.

5.3.2.1. (Added).Protective masks will not be worn by government vehicle operators during exercises unless the exercise is conducted in a controlled environment or training area and the scenario specifically calls for wearing masks under this condition. Units will train their personnel to drive military vehicles while wearing the protective mask in order for them to experience and become familiar with the associated restrictions.

5.3.3. The EET will prepare and conduct a natural disaster response exercise or review for the CAT. USAFA exercises or reviews may include:

- Flash Floods
- Snow/Hail Storms
- Wildland Fires
- Tornado
- Rampart Dam Failure

5.3.4. (Added).Exercise Evaluation Team Chief may satisfy Major Accident Response Exercise (MARE) and Natural Disaster Response Review requirements through evaluation of actual responses to accidents or natural disasters.

5.4. The EET Chief and members must be knowledgeable of areas they are assigned to exercise and evaluate.

6.4.1.1. (Added).See attachment 6, Table A6.1, this supplement, for refresher training frequencies and duration for Disaster Preparedness courses.

6.4.2. Owning units will request training for team members using AF Form 2426, **Training Request and Completion Notification**, or Data Automated Systems (DAS). Documentation of date trained, individual's name and unit will be accomplished after course completion, using AF Form 2426 or DAS, and forwarded to the individual's unit. No other documentation is required.

6.4.2.1. (Added).10 CES/CEOX will provide unit representatives with an annual training calendar.

6.4.2.2. (Added).Disaster Preparedness Support Team (DPST) members must not be assigned to conflicting duties such as mobility. Each trained DPST member will not be relieved of duty for reasons other than permanent change of station (PCS), permanent change of assignment (PCA), separation, or medical disqualification until a replacement has been identified in writing to 10 CES/CEOX and trained. Any removals from this team for any other reasons must be approved by the Vice Commander (10 ABW/CV).

6.4.4.2. Continuing Medical Readiness Training (CMRT) may be credited as refresher if Chemical-Biological Warfare Defense (CBWD) training is included as part of the training. A copy of the roster must be forwarded to 10 CES/CEOX upon completion of the training. Waived personnel will attend refresher training within 90 days after exemptions or waivers expire.

6.7. Unit commanders will ensure enlisted specialty training includes basic survival and CBWD training based on unit mission.

7.1. The Fire Protection Flight will test the base siren at 1200 the first Friday of each month. During actual emergencies, the base siren system will be activated by the Base Fire Department when directed by the 10 ABW/CC through 10 ABW/CP. When activated, the CAT members will advise their unit control centers of each change of condition. Existing communication capabilities will be augmented by runners, as conditions dictate.

8.1.4. Local readiness instruction and alerting information are contained in *USAFA Disaster Preparedness Handbook*.

8.5.4. See USAFA OPlan 32-1.

Attachment GLOSSARY OF ABBREVIATIONS, ACRONYMS, AND TERMS

Section A Acronyms and Abbreviations

CAT - Crisis Action Team

OI - Operating Instruction

MCP - Mobile Command Post

MOU - Memorandum of Understanding

UCC - Unit Control Center

OSDCG - On Scene Disaster Control Group

DAS - Data Automation System

EOR - Explosive Ordnance Reconnaissance

Section B Terms

Contingency Support Staff (CSS), Disaster Support Group (DSG), and the Survival Recovery Center (SRC)--These Command teams requirements are satisfied through the USAFA CAT. The CAT will stand up during any natural disaster, major accident, or enemy attack.

Attachment 2 FUNCTIONAL SUPPORT

A2.1.1(Added).Appoints a shelter analysis officer and ensures he or she receives formal training from the Federal Emergency Management Agency (FEMA).

A2.2.2(Added).Additional Duties or Details. Primary and additional duty 3E9X1 and Disaster Preparedness Support Team members will not be subject to additional duties or details that will hinder the ability of these personnel to adequately respond to disasters. This policy applies during both peacetime and wartime contingencies.

A2.2.3. (Added).Nuclear, Biological and Chemical Control Center (NBCCC). The NBCC consists of a minimum of six individuals to provide a 24-hour capability. The following are available in the NBC Control Center:

- Charts or situation boards to display information on NBC attacks or hazards.
- A 1:1,000,000 scale map with a radius of at least 300 miles around the Academy for plotting nuclear events.
- Plotting overlays or templates, scaled rulers, protractors, nomograms, and locally developed NBC worksheets.

A2.2.4. (Added).10 CEG/CC. Through 10 CES/CEOX, the 10 CEG/CC provides standardized on- and off-base maps (detailed street map) for installation disaster response forces. On base disaster grid maps will be available in 1"=700' and 1"=1100'.

A2.8. Develops and publishes procedures to stock shelters with food and supplies on a crisis implemented basis during emergencies.

A2.10. The Academy Weather Station or 21 OSS/OSW (Peterson Air Force Base) provides severe weather warnings, tornado warnings, and other weather support to include toxic corridor information.

Attachment 3 PLANNING

Section A Base Oplan 32-1 Guidance

A3.5. Annex A. The organizations listed below constitute the USAFA HAZMAT Emergency Response Planning Team. Status of HAZMAT emergency response planning will be briefed annually to the installation Environmental Protection Committee: Disaster Preparedness (chair), Environmental Management (co-chair), Fire Protection Flight (member), Bioenvironmental Engineering (member), 10 ABW Staff Judge Advocate (member), and Safety (member).

Section B Civil Authority Coordination on Air Force Fixed Nuclear Facilities

A3.6. Not applicable to USAFA.

Attachment 4 LESSONS-LEARNED AND NUCLEAR ACCIDENT RESPONSE CAPABILITY LISTING (NARCL REPORT FORMATS)

Section A Lesson-Learned Report Formats

A4.5. (Bullet 9, Added). Use AF Form 1924, or equivalent, to document functional area daily activities. Consolidate daily activities into one document for review by the commander, and use as a source document for follow-on reports.

A4.5.1. (Added) Commanders ensure all base agencies maintain records of resources employed in natural disaster relief operations to make preparation of reimbursement requests easier. AF Form 1924 can be used for daily summaries, and a separate sheet can be added listing personnel and equipment and supplies used.

Section B Nuclear Accident Response Capability Listing (NARCL)

A4.9. The Readiness Flight Chief will forward the original report using the address listed in paragraph A4.8. Ensure data marked in blocks reflect an accurate and coordinated response for all installation activities.

Attachment 5 EXERCISE EVALUATION TEAM CHIEF RESPONSIBILITIES

A5.1.1. (Added) EET Chiefs will maintain a roster of EET members, team training certifications, and exercise scenarios.

A5.1.2. (Added) Sufficient numbers of evaluators with representative skills to ensure comprehensive evaluation of all participating agencies in the exercise must be assigned to the EET.

A5.1.3. (Added) If a potential safety or security violation is about to take place, EET or Inspector General team members must take immediate action to prevent personal injury, the inadvertent release of classified information, or damage to equipment. Should an actual accident or incident occur, any player or evaluator must delay (hold in abeyance) the exercise and render necessary aid. Only the IG or EET Chief can terminate an exercise. The EET Chief or IG Chief will determine if a terminated exercise will be declared an exercise of record or if an exercise held in abeyance will be continued or terminated.

A5.1.4. (Added) Ensure exercise intelligence scenarios are consistent with Joint Chief of Staff (JCS) directed taskings, actual threats to the base and the local environment, and deployed location where applicable. Move aircraft if the objectives in the exercise are to evaluate that capability.

A5.1.5. (Added) Off-base exercises will be coordinated with 10 ABW/JA, HQ USAFA/PA and all on- and off-base officials maintaining appropriate memorandum of understandings for emergency response.

A5.1.6. (Added) Publish a local EET program management directive to include such elements as team composition, equipment, training, exercise prop requirements, planning, exercise requirements, and reporting procedures.

A5.1.7. (Added) Exercise reports are required for all mandatory exercises required by this AFI. Report format is at the discretion of the EET Chief and will address evaluation areas based on the type of exercise conducted. To receive credit for actual responses to accidents or natural disasters, a formal report identifying areas evaluated with lessons learned prepared by participating agencies will be developed. Reports will also include dates of exercise (or incident), duration, type of event, and situation in enough detail to reconstruct the event.

A5.1.8. (Added) The EET will establish a munitions custody account in accordance with AFI 21-202, *Combat Ammunition System Procedures*. The designated EET representative is responsible for preparing issue requests 10 days in advance to ensure munitions availability within a 24-hour period. The EET munitions custodian will forecast annually for all munitions requirements. The forecast will be prepared in accordance with AFCAT 21-209, *Ground Munitions*, and AFI 21-208, *Munitions Forecast, Allocation, and Buy Budget Processes*, and submitted to the Munitions Accountable Systems Officer (MASO) by 15 November each year. Anyone using explosive devices will be trained and certified, in writing, in accordance with applicable technical guidance.

A5.1.9. (Added) Discrepancies from previous exercises will be reevaluated as special objectives in a subsequent exercise.

Attachment 6 DP TRAINING

Section D: Local DPTV Production Responsibilities.

Table A 6.2 (Added).		
Course	Refresher Frequency	Typical Instructor Time
DPST	Monthly	4 hrs
SMT (Shelter Management Team)	Note 1	
CCT	Annually	4 hrs
CBWDT	Annually	4 hrs
DCG	Note 2	
DP Unit Rep	Not Required	
EET	Note 3	
EOR	Note 4	

Note:

1. See paragraph 1.12.3, this supplement.
2. Refresher training will be determined by the 10 ABW/CV.
3. The EET chief will provide general training and monitor training status.
4. Explosive Ordnance Reconnaissance (EOR) training is conducted in conjunction with CBWDT.

Attachment 7(Added) SPECIALIZED TEAMS EQUIPMENT REQUIREMENTS

Attachment 7(Added) Table A7.1. Specialized Teams Equipment Requirements.

Table A 7.1.			
Specialized teams equipment requirements			
R	A	B	C
U L E	If a unit is tasked	then each team member must maintain	and the unit team chief must maintain
1	Contamination	1 ea MCU-2A/P protective mask with hood	2 each A/E 32U-8 decontami- nation apparatus (<i>Note 2</i>)
	Control	3 ea C2 filter canisters (<i>Note 1</i>)	1 set hearing protection (head- set or
	Team	2 Anti-C ensemble with hood or disposable coverall (<i>Note 1</i>)	earplugs) per person operat- ing A/E 32U-8 decontamination appa- ratus
		1 set of foul weather clothing	4 pairs insulated/heat resistant gloves
		3 rolls 2” or 3” masking tape	50 bars of hand soap
		2 pair boot covers, moisture resistant, any style (<i>Note 1</i>)	All applicable TOs
		2 pair cotton work gloves (<i>Note 1</i>)	
		2 pair surgical gloves	
2	Radiological	None Required	None Required
	Monitoring		
	Team		
			1 copy of AFMAN 32-4005
	Shelter	10 ea dust mask/handkerchiefs NSN: 4240-01-152-3555	1 copy AFI 32-4001, USAFA Sup 1 1 copy USAFA OPlan 32-1
3	Management	20 ea small plastic bag to serve as expedient footwear covers	1 copy shelter mgt guide All CEOX approved shelter operating
	Team		instructions/checklists

Table A 7.1.			
Specialized teams equipment requirements			
R	A	B	C
	Disaster Response Force	1 ea MCU-2A/P protective mask with hood	
	Member who may	3 ea C2 filter canisters (<i>Note 1</i>)	
4	be exposed to radiological contamination	2 Anti-C ensemble with hood or disposable coverall (<i>Note 1</i>)	None required
		1 set of foul weather clothing	
		3 rolls 2" or 3" masking tape	
		2 pair boot covers, moisture resistant, any style (<i>Note 1</i>)	
		2 pair cotton work gloves (<i>Note 1</i>)	
		2 pair surgical gloves	
	Notes:		
	1. Includes one set for training.		
	2 CE and LGT only.		

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